



# JONES HALL ♦ WORTHAM CENTER

## HOLD REQUEST

### LOCATION & DATE

#### Requested Space

**Jones Hall:** ☐ Theater ☐ Lobby Only ☐ Green Room Only  
**Wortham Center:** ☐ Brown Theater ☐ Cullen Theater ☐ Grand Foyer ☐ Green Room

#### Requested Date(s)

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_  
3rd Choice: \_\_\_\_\_

### CONTACT INFORMATION

#### Sponsoring Organization (Will sign the License Agreement and provide Certificate of Insurance)

Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Website Address: \_\_\_\_\_

#### Event Planner (If different from above)

Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT

Name of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Description of Event (This should be promotional in nature) \*: \_\_\_\_\_

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\* The City of Houston provides a calendar of upcoming events on its website. Unless otherwise noted, information from this document may be used in developing the calendar of events. The calendar of events can be accessed online at [www.houstontx.gov](http://www.houstontx.gov).

**Contact for event information** (Where should we refer people seeking additional information?):

**Phone:** \_\_\_\_\_ **Website** \_\_\_\_\_

**Will tickets be sold to Event?** ☐ No ☐ Yes ♦ **Ticket prices:** \_\_\_\_\_

♦ *Ticket Surcharge: **\$0.50** for tickets with a face value of \$5.00 - \$9.99 and **\$1.00** for tickets with a face value \$10.00 and up. The surcharge is imposed only on tickets sold to events in Brown, Cullen and Jones Hall theaters. Please refer to the Rules & Regulations for detailed information.*

**Contact for tickets** (Where should we refer prospective ticket buyers?):

**Phone:** \_\_\_\_\_ **Website** \_\_\_\_\_

**Will merchandise be sold at the Event?** ☐ No ☐ Yes ♦

♦ *Licensees who sell merchandise at events are required to pay a merchandise fee, a percentage of total sales exclusive of sales tax. Please refer to the Rules & Regulations for detailed information on the percentage schedule.*

## Schedule

### Load-in

Date: \_\_\_\_\_ Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Hours: \_\_\_\_\_

### Event Time

Date: \_\_\_\_\_ Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Hours: \_\_\_\_\_

### Load-out

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

### Rehearsal Room Schedule ▲ (Brown & Cullen Theater users only)

Date: \_\_\_\_\_ Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Hours: \_\_\_\_\_

▲ *The Wortham's Rehearsal Room is primarily for use by Cullen Theater Licensees during contracted times in the theater. If the Cullen client declines use of the room, it may be used by to Brown Theater clients. For this reason, there is a high demand for the space. If your schedule is not listed above, we will assume you do not need use of the rehearsal room. Please refer to the Rules & Regulations for detailed information.*

**This is not a legal contract and is not binding on either the Applicant or the City. DO NOT make any advance arrangement regarding facility usage or promotion until a License Agreement has been fully executed with the City of Houston Convention & Entertainment Facilities Department.**

**I hereby confirm that I have read and understand the Theater Rental Rates and Rules & Regulations.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*